



DISTRICT COURT OF MARYLAND FOR

City/County

Located at _____ Case No. _____
Court Address

STATE OF MARYLAND
OR

Full Name of Plaintiff(s) vs. _____
Full Name of Defendant(s)

REQUEST FOR CD RECORDING / TRANSCRIPT / ELECTRONIC RECORDING

NOTE TO APPLICANT:

☐ CD Recording

- Fee due in advance is \$15.00 per case.
- Requests are processed on a first come first served basis (no exceptions).
- Cases heard more than three (3) years ago may not be available.

☐ Transcript

- Written transcripts are only provided in accordance with MD Rule 7-102(b).
- A \$75.00 deposit in advance is required. Transcript costs are \$3.00 per page. Any balance due will be billed to the requestor.

☐ Electronic Recording

- Recording delivered by e-mail using Citrix ShareFile.
- Fee due in advance is \$10.00 per case.
- Requests are processed on a first come first served basis (no exceptions).
- Cases heard more than three (3) years ago may not be available.

PLEASE PROVIDE THE FOLLOWING COURT INFORMATION: (Check one box below and include information)

☐ JUDGE

Trial Date _____ Courtroom _____

Court Location _____ Judge _____

☐ DISTRICT COURT COMMISSIONER

Proceeding Date _____ Commissioner Name _____

Commissioner Location _____

Maryland Rule 16-502 provides in part that upon written request and the payment of reasonable costs, the authorized custodian of an official recording shall make a copy of the audio recording available to any person.

REQUESTED BY:

(If requesting person is an attorney, provide attorney number)

Name Attorney Number

Street # Apt #

City State Zip

Telephone

Signature of Applicant Date

OPTIONAL

☐ Please mail to (if different from address shown on left):

Name

Street # Apt #

City State Zip

Telephone

Signature of Applicant Date

IF ELECTRONIC RECORDING REQUESTED:

E-mail address for electronic recording information to be sent: _____